



2008

Campaign Finance Disclosure

Text of Video

Seminar

Hello. My name is Carol Williams, and I'm the Director for the Kansas Governmental Ethics Commission. The purpose of this presentation today is to assist candidates, treasurers for candidates, party and political action committee officials with understanding their duties and responsibilities under the Campaign Finance Act.

Some of the items that we are going to cover today for all of you is to help you understand what contributions are, what in-kind contributions are, what expenditures are considered under the Act; to help you understand the reporting responsibilities for treasurers, what is required to be disclosed on receipts and expenditures reports. We're going to go over a little bit of the new changes in law that become effective July 1 of this year, and to go over the attribution statements, the "Paid for by's" that must be included on advertising.

First let's talk about contributions. Under Kansas law, any entity or any individual, organization, association, political committee, party committee, trust, joint venture, are able to make contributions to candidates in Kansas. They are, though, subject to limitations. And those limitations are, for the state Senate, a contribution in the amount of \$1,000 may be given in the primary election and an additional \$1,000 may be given in the general election. For candidates for House of Representatives, for candidates for county races, for candidates for first class city races, District Attorneys, and any judicial position, those limitations are \$500 for the primary, and again, \$500 in the general.

The limitations go through midnight the day of the primary, so this year that is August the 5th. Any donation made up and to midnight on the 5th of August is attributable to the primary election cycle. Any donation given from August 6th through December 31st is a contribution attributable to the general election cycle. You may not-- no one is permitted to accept a contribution in excess of that amount prior to the cut-off of each one of those election cycles.

Now, as far as candidates and committees -- candidates are concerned, a candidate and the candidate's spouse are permitted to donate or loan an unlimited amount of money to the campaign. They are not subject to these contribution limitations. Any other family member, though, is subject to the same \$1,000 or \$500 limitation.

As far as political action committees are concerned, there is no limitation on the amount of money that can be contributed to a PAC. For party committees, for county central committees, there is a \$5,000 limitation per calendar year, regardless of who the source is. So whether it's an individual, another political action committee, another party committee, a corporation, association, organization, et cetera, the limitation is \$5,000 per calendar year to a county central committee.

For those donations made to the state parties, that limitation for anyone other than a political action committee is subject to a \$15,000 calendar year contribution. There is a \$5,000 limit per calendar year for any political action committee that makes a donation to the state party committee.

Under Kansas law, anonymous contributions in excess of \$10 are illegal. That means if you do not know the source of the contribution and it is more than \$10, that money cannot be used in the campaign or by the political or party committee. It must be disposed of in a non-political manner.

So the Commission's suggestion has always been that if you receive a donation in cash in excess of \$10 where you do not know the source of the funds -- excuse me -- that money must be given to charity or used in some non-political manner.

Now, there is a limitation on the total amount of anonymous contributions that can be received during an election cycle. In the primary cycle, if you are a candidate who is allowed to accept \$1,000 in donations, that limitation is \$500 maximum in anonymous donations of \$10 or less. If you are in a race and you are a candidate, and that race is \$500, then you may accept exactly one-half of that, which is \$250, as a maximum amount that can be accepted in anonymous donations. There is no limitation for anonymous moneys that are given to a party committee or a PAC, but the PAC and party are still subject to the \$10 maximum anonymous donation.

Now, one of the things we also want you to remember is that the names and addresses of all contributors must be kept. It is not going to be required that everything be reported, but unless you keep the name and address of every contributor, it then becomes anonymous. And once you have reached, if you are a candidate, that either \$250 or \$500 threshold, you are not permitted to accept anything in excess of that amount.

An example -- and this happens frequently -- is when you have a fund raiser where the cost to attend the event is maybe five or ten dollars, many people will come to these events, and they will bring cash. If you, at this fund raising event, do not have someone at the table at the entrance to the fund raising event where there is a notepad where you keep the name and address or have them sign in, when this event is over, if you do not have someone with a sign-up sheet and you have of hundreds of dollars in 10- and 15- and five-dollar donations and it's cash, that becomes anonymous because you do not know the name and address of the donors. So it is very important to remember to obtain the name and address of everybody who makes a donation, whether it is cash or whether that donation is made by check.

Now, we have a lot of people who get confused as to anonymous -- the difference between anonymous donations and unitemized donations. Unitemized is donations where you know the source of the donation but you are not required to list their name and address. And for reporting purposes, that threshold is \$50. Every contributor who gives \$50 or less, whether it's an individual or any organization or any other entity, if it's \$50 and less, it is not required to be itemized by name and address on the report; but again, you must have that information in the records. The anonymous truly is anonymous. You do not know the source of the money. So that is the distinction you need to remember between anonymous and unitemized.

Let's talk first of all about in-kind donations. This seems to be an area that is very complicated for a lot of campaigns. An in-kind donation is something of value that accrues to the campaign. An example of that would be printing. Let's say that you know somebody who has a printing company and you go to them to have brochures done, and they tell you when you go to pay or when they send you the bill that they want to discount that to help you with your campaign. If the market value of that printing order is \$500 and they want to discount it \$250, they have made or that company has made a \$250 in-kind contribution to the campaign. It is something of value that accrues to the campaign.

If that individual had gone to another company and had to pay the full \$500, there obviously would be no contribution. But when something is discounted or something is given to the campaign, for example, like stamps, if someone gives you \$100 worth of stamps to use in your mailings, that \$100 is an in-kind contribution and now needs to be reported as such.

Now, in-kind contributions in conjunction with monetary donations both go towards that contribution limitation. So if I am a candidate who is allowed to accept \$500 in this primary season, if I receive \$500 in a monetary donation from an individual, I would not be able to accept \$50 in stamps from that same individual because I would have then exceeded that contribution limitation by \$50. So you need to remember in-kind contributions with monetary contributions combined go towards that aggregate contribution limitation.

Now, in-kind contributions, because it's not something a check is written for, it is something that is usually paid for by somebody else, need to be documented with a receipt. If the campaign doesn't keep receipts of all these in-kind contributions, there is no way that the treasurer, when it comes time to do the reports, will have any idea that in-kind donations were made.

So receipts need to be issued, whether you're the chairman of a party or PAC and you're the one who receives the in-kind donation for the committee, or whether you're the candidate or someone working on behalf of the candidate who receives this in-kind contribution, a receipt must be obtained and presented to the treasurer so this information can be adequately reported when the time comes for the reports to be filed.

Now, what doesn't constitute a contribution? Under Kansas law, candidates do not have to keep track -- or officers of the party or PAC do not have to keep track of their meals they consume while campaigning, the miles that they drive or any lodging that is incurred. Those are not reportable in-kind contributions nor are they reportable expenditures by the campaign.

Now, if you're a candidate or even a party officer, that does not mean you can't be reimbursed for those expenses if the campaign fund has sufficient moneys to do so. But if you do choose to be reimbursed for any of these expenses, a log must be kept detailing the date the travel occurred, where it was, how many miles were incurred, and the purpose of the trip. And as long as those detailed records are kept, if a campaign or a party or PAC chooses to reimburse the person for those miles driven, they can do so as long as that documentation is kept with the campaign.

Now, what also is not a contribution are volunteer services. Any time an individual volunteers their time to help with a campaign, that time is not a reportable in-kind donation in any manner. Whether that person is an expert in any field and they donate that time, if you have a friend who knows how to do a website, if you have a friend who, on their own time, chooses to do the set-up for a printing order, as long as they are donating their time, that time is not reportable.

Any expenditure a volunteer incurs that is in excess of \$50, though, is a reportable in-kind contribution. An example of that would be if there is an individual who is going to host a fund raiser in their home. If they spend more than \$50 on refreshments or \$50 on anything else to make the fund raising event occur, anything in excess of \$50 is a reportable in-kind contribution and

would need to be disclosed and records kept concerning that event.

Another item that is not a reportable contribution, in-kind or otherwise, would be organizations and/or newspapers or any other media source who endorses a candidate. If an organization, in their internal communications with the members of their organization, endorses a candidate, support a candidate, oppose a candidate, if they do so in their internal organizational communications, that is not an in-kind contribution to any candidate. There is nothing that is required to be disclosed under the party rules, PAC rules or even candidate rules for this. Those are just items that can occur without any kind of reporting and without any kind of attribution as far as a contribution is concerned.

When party committees, especially county central committees or state party committees, do work for campaigns, if they make available to all candidates the same opportunities, like they're going to provide people to go out and help them go door to door, set up yard signs, if they make available to them any kind of literature or polling, as long as all members of that party have access to the same information, then whatever those party donations or assistance is, is not a reportable contribution unless it is something that is printed or distributed through any media. Then it is reportable and must be disclosed by a candidate. But it is not considered an in-kind contribution if all candidates have access to the same data and help from their party committees.

Now, one of the things that occurs more and more each election cycle is independent expenditures. If a political committee or a party committee or any individual decides to support a candidate -- and when I say support, they expressly advocate the election or defeat of a candidate for state or local office -- and they do it independent of any campaign, then that is considered an independent expenditure.

So if I am an organization, and we are very much wanting to see an individual elected to office, and on our own we choose to do a mailing or we choose to do a radio ad exulting the virtues of this candidate, that can be done without any limitation, and it does not become an in-kind contribution to the candidate because the candidate did not cooperate or participate with the organization getting this communication done. So as long as there is no cooperation or consent with the candidate and it is done independent of any candidate campaign, independent expenditures are made, and they are not subject to any limitation and are not reportable by any candidate as an in-kind contribution.

What we are seeing more and more each election cycle now are issue ads that come out or issue brochures that come out. Now, these are totally outside the realm of the Campaign Finance Act. When a publication comes or an advertisement appears that specifically does not say, "vote for," "vote against", "re-elect", "so-and-so's the one", but merely talk to you about an individual, and they either tell what a great individual this is or why this individual should not be elected, but they talk more on an issue, then it's considered an issue ad because there is no express advocacy. They're not saying, "vote for", or "vote against." They will usually say, "Why don't you contact this person and tell them what you think?"

When you see those kinds of brochures or you hear those kinds of ads, there will not be any reporting by those entities because they fall outside of the jurisdiction of the Campaign Finance

Act. Those are considered issue ads, and the distinction between that issue ad and independent expenditure is the independent expenditure expressly advocates the election or defeat, whereas the issue ad will usually talk to you and ask you to contact the individual and tell them what you think about their performance or their ideas.

Now, as far as treasurers' responsibilities, under our laws -- and these are really the people that we communicate with at the Commission the most, because they are the ones responsible for filing the periodic receipts and expenditures reports -- treasurers should keep detailed records of every transaction that is made.

That means you keep the checkbook and you keep it current. That means you keep bank statements, you keep deposit slips, you keep cancelled checks, all the invoices, the receipts, again, the in-kind receipts that you should obtain from candidates and other workers who are out there receiving items of value for the campaign, everything that you would normally keep in a household to verify and document everything that you do financially should be kept by the treasurer.

It goes without saying that no money should ever be commingled with that of a candidate, treasurer, or any party or political committee official. There needs to be a separate account established and kept for the purposes of the Campaign Finance Act.

Now, you have, as a treasurer, the option of either photocopying all contribution checks or, in the alternative, if the Commission asks you to obtain them from a bank, it would be your responsibility to go to the bank and have these documents provided to the Commission. We would suggest to all treasurers that you attempt to photocopy all contributions in excess of \$50. There's the first reason, because if the Commission needs to see those documents, you're going to have to obtain them at your expense; but more importantly, once the treasurer or the candidate or the party official makes a deposit, you will never see that original contribution check again.

So if, in haste, you are entering ten or twenty different contributions at the same time, and you get the last name spelled wrong, or you thought it was Mr. and it was Mrs., or you thought it was in June and it was July, or you transposed the dollar amount on the check, you have something in your possession to go back to and look at to verify the accuracy of what you've got in the report. If you don't photocopy that, once that's gone, you're not going to have that information at your disposal ever again.

So we would urge all of you to keep that as an internal document, and it really will help you throughout the campaign. It will have phone numbers usually, which, if you don't record them or, again, you transpose a number, you'll never have that information in case you want to contact those individuals to see if they want to assist in the campaign in any manner. So please photocopy all of these contributions. And again, you need to record the name and address of all donors. Even though the report doesn't require itemization of \$50 and under, you need to have in your records everybody's name and address who has made a donation, monetary or in-kind, to the campaign.

Now, one of the new changes in the law effective July 1, there has always been a requirement that

the occupation of a donor, if a contribution is given in excess of \$150, needs to have the occupation. Beginning July 1, any contributor who gives in excess of \$150 must not only list the occupation of the donor, but also the industry in which the donor works. So that is a new requirement. Besides the occupation, the industry must be listed.

Now, the Commission's rule of thumb has always been that there are going to be occasions where you just can't obtain the information. Maybe the people are on vacation, and before you file the report, you can't get that information. Our rule of thumb has been five. If we see five or less on a report, we will probably not contact you and ask you to obtain that information. But if it's more than that amount, you're going to receive a notice, and you're going to need to go back and obtain not only the occupation, but the industry in which the contributor works.

Now, when they're retired, then that's what you put. If the donor is retired but the spouse works, then you would put the occupation and the industry of the spouse. But something is going to need to be on that report under the section, Occupation and Industry.

One of the other things we urge you as a treasurer is if, during this campaign, you resign for whatever reason as treasurer, we need to know that. We are dealing with over 2,000 treasurers, and we do not know if and when you resign. This becomes very important if you were to resign as the treasurer sometime after the first reporting period but before the October filing or before the January 10 filing. We are going to, because you are the treasurer of record, continue to send you notices, and we will continue to send every document to you, and until you either resign on paper by sending that to the Commission or the Secretary of State, who is a public repository, you are responsible for all of the information.

Do not assume that, if you are the treasurer for a candidate, the candidate is going to get that information to us. Obviously, the candidate's very busy, and that may not be on their radar, but that information needs to come to us so that you, as a treasurer who may now have resigned, is taken off the Commission's records as being the treasurer of record.

Now, when a candidate treasurer resigns, by statute, the candidate automatically becomes the treasurer. If it's a party or political committee treasurer and the treasurer resigns, then the chairman of the party or political committee becomes the treasurer until such time as a replacement is named. But I do urge you, if you do resign, please let the Commission know that.

Now, we are entering the primary deadline, and the Commission sends out the receipts and expenditures reports to all candidate treasurers and party and political committee treasurers. And candidates, parties and PACs do have the option of either filing the actual Receipts and Expenditures Report or an Affidavit of Exemption. Now, this Affidavit of Exemption is only allowed to be filed by a candidate or a party or political committee that anticipates taking in or spending less than \$500 and if it's a candidate, taking in or spending less than \$500 in the primary and an additional \$500 in the general.

If you are a candidate and you do not anticipate taking in or spending more than \$500 in each of those cycles, then we would urge you to file the affidavit. What that means is that it would be the

only piece of paper that will appear in the public file, and you will not be required to file the actual Receipts and Expenditures Report in July, in October, and on January 10th.

Now, if, during the campaign, let's say that you don't anticipate taking in or spending more than \$500 in your cycle, but you find now that we're in the general that you're going to need to spend more than \$500 or that you have received more than \$500, then you must, within three days, contact the Commission staff, and what we will do is send you the reporting form that should have been filed had you not filed that Affidavit of Exemption, and you will then have to actually take care of that by filing the report. So even if you did qualify as a candidate for filing that affidavit, you are still responsible for keeping track of all the money received and all the expenditures made.

Now, as far as a party or a political committee, again, you have that same option of filing the affidavit, but in this case, the Affidavit of Exemption is for the calendar year. So in calendar year 2008, if you do not think you're going to take in or spend more than \$500, then you may, in fact, file this Affidavit of Exemption form. Otherwise, on the 28th day of July, which is the due date for the Pre-Primary Report, everyone will need to file a Receipts and Expenditures Report.

Now, the cut-off of this report is Thursday, July 24th. So every transaction-- that means every contribution received, every in-kind contribution received, every expenditure made-- through Thursday, July 24th, needs to be documented on a report that is filed the following Monday, which is the 28th day of July. The Pre-General Election Report is due October the 27th, and the cut-off for that is Thursday, the 23rd day of October.

Now, the last report due in this campaign cycle is January 10, and that is considered a wrap-up report and usually, rather than seeing a lot of contributions, we see a lot of expenditures on that report as people are paying off the debts and obligations that were incurred in the general election cycle. So those are the three reports that will be due for this election cycle, July the 28th, October the 27th, and January the 10th.

One of the new changes that become effective this July 1 is an additional report that would be required of candidates, parties and PACs if, in the case of a candidate, any contribution in the amount of \$300 or more is received from that cut-off on Thursday, the 24th. Which means if a contribution is received on the 25th day of July through the filing-- and that would be Wednesday, the 30th of July-- any contribution that is in the amount of \$300 or more is going to require an additional report, and that report would be required to be filed July the 31st, which is on a Thursday. Now, it's only for contributions that are \$300 or more.

For party and political committees, the same time frame applies. July 25th through July 30th, if any contribution in excess of \$300 is received by the party or PAC, or if that party or PAC makes an independent expenditure to either expressly advocate the election or defeat of a candidate and it is in excess of \$300, it must be included on that report that is filed December-- or July the 31st.

Now, in addition to that, if it's a party or a PAC, any contribution or independent expenditure made on July the 31st, August the 1st, August the 2nd, August the 3rd needs to be reported daily. And so within the 24-hour period after receiving a contribution in excess of \$300 or making an expenditure

that's independent in excess of \$300, that information is going to be required to be reported 24 hours after the date that that is made. We will be sending to everybody these new forms for this additional reporting and the due dates for this additional reporting.

Now, what everyone needs to remember is even though this additional report may be filed, if, in fact, you receive or spend those dollars in excess of the 300, that information still must be included on the next report. So you do have to go back and include all of these donations from July 25th on the October report when it is, in fact, due.

I do want to alert you to the fact that these documents are scanned and will be on the Internet the day they are filed, and that when a Failure to File Notice goes out for failing to file the report, the Commission has the ability to issue civil penalties in the amount of \$10 a day to a maximum \$300 for these late reports, and those late report fines go into effect-- or actual penalties go into effect 15 days after the Commission places that notice in the mail. And I would urge you to not let that happen. If for some reason you are a treasurer and you cannot get the report in on the due date, please contact our office, and we will try to assist you in getting some kind of notice that can be placed in your file as to why the document is late.

Every election we have circumstances which are not in the control of a treasurer. Maybe the candidate was hospitalized, maybe the treasurer was hospitalized, maybe there was a tornado, maybe there was some kind of an event that truly does not permit the report to be filed. What we want is for you to have something in your file that indicates that rather than an empty file. You don't need that when the media and your opponent, if you're a candidate, are looking to see what's transpired. We want to have information in there that would at least assist as to why that file is empty. So please call us if you can't get the report in.

Now, failure to file notices go out regardless of what the excuse is but, obviously, if we know what's going on in the campaign, you are more than likely not going to have a complaint filed against you if we know that it is not an intentional omission by not filing a report.

Expenditures that are made by candidates, parties and PACs, again, must also be reported on the report and must be itemized if they are in excess of \$50. So when you're filing a Receipts and Expenditures Report, what needs to be remembered by all treasurers is that all contributions in excess of \$50, all expenditures in excess of \$50 must be listed on the report, the date the contribution is received, the dollar amount; on the Expenditure Schedule, the date the expenditure is made, who the vendor is, and you must provide a description of the expenditure.

Many times a candidate will make out-of-pocket expenses, give the receipts to the treasurer and say, "Write me a check." And frequently the treasurer will put on the report miscellaneous expenditures. That is not an acceptable explanation. You need to itemize any expenditure or reimbursement made back to the candidate if those expenditures are in excess of \$50 that you are making the reimbursement to. Nowadays, a lot of candidates use vendors who are marketing entities who go out and consultants who purchase for you all of your media buys. When that occurs, you must submit the backup documentation for the media buys. It is not acceptable to have that you paid \$40,000 to the ABC Strategy Company. You need to, if that company did, in fact, go

out and purchase time on TV and radio stations, or they went out to the various newspapers and obtained the advertising for you, you have to itemize all of the stations, all of the newspapers that that vendor has used to obtain that information for you.

So that has become probably one of the most common notices of errors and omissions that we send out is that we need backup documentation for those expenditures when they are made to vendors who go out and purchase media for the candidates and for the parties and the PACs.

Probably the one thing I can tell you to do is contact our office whenever you have a question. Staff is available from 7:30 in the morning until 5:00 at night to answer your questions. And we will have people call and apologize and say, "I am sorry. I already called you once last week." Do not ever be sorry for calling and asking for information, because the more we can help you on this end without you making mistakes, or trying to keep you from making mistakes, the better off not only you, but our agency will be, because we will have been able to assist you.

The laws are complicated, and there's lots of little nuances. The agency staff has dealt with these issues for years and years, and we would be more than happy to help all of you understand the parameters of the Campaign Finance Act, so we would urge all of you to contact us whenever you have a question.

We need to talk now about the "Paid for by" or the attributions statements that are required to be included on TV, radio, newspaper ads, on all the brochures and political fact sheets that go out by the campaign or the party or political committee, and for those kinds of telephonic communications that we always see.

When an ad is placed on television or radio, it must include at the bottom of the ad an attribution statement saying, "Paid for by," and if it's a candidate, the name of the candidate and the candidate's treasurer. If it's a political or party committee, it would be the name of the committee and the chairperson or treasurer of that committee. If it's an individual who is taking out a TV or radio ad, or an organization, even if they aren't a political action or party committee, they are required to, again, put the responsible party, the person who is either paying for this ad or is making sure that this ad occurs. There has to be an attribution statement on any communication by television or radio that expressly advocates the election or defeat of a candidate.

Now, as far as newspapers, it has to be at the bottom of the ad, and it has to say, "Paid for," and it can be abbreviated, an advertisement, again, with the name of the candidate and the candidate's treasurer. In the case of a committee, the chairperson and the treasurer, either/or, for that committee and the name of the organization. And if it's an individual who's placing the ad and that ad costs more than \$100 and the ad expressly advocates the election or defeat of a candidate for state or local office, even the individual, when \$100 is expended, must include a "Paid for by" with their name at the bottom of the advertisement.

As far as brochures and political fact sheets that go out, those items need to have at the bottom of them, if the information that is included on the paper expressly advocates the election or defeat of a candidate, again, the same "Paid for by" attribution statement. Now, as individual citizens, if a

citizen does not expend \$2,500 in putting out some kind of a mailing or brochure, the individual is not required to put, "Paid for by." But any one individual who expends more than \$2,500 is required to put, "Paid for by," and the name of the individual.

Now, telephone messages that come that are campaign related that expressly advocate the election or defeat, again, must have the attribution statement. And at the beginning of the telephonic message, it must say this is either, "Paid for by," or, "Sponsored by," and it would have to be the name of the candidate, if it's a candidate campaign, with the treasurer; if an organization or committee, the name of the organization, if there is a treasurer or the chairman, either can be listed when it's an organization or committee. And again, if it's an individual and they have expended more than \$100 to get this telephonic message across, must put, Paid for by," and again, the name of the individual.

This is something that the Commission has become very strict with. This has been a law, except for the telephonic messages, in effect now for ten years. So if there is an omission of the "Paid for by" on any TV, radio, newspaper, brochure or telephonic message, the Commission will look at the specific instance and may, in fact, issue a civil fine against the individual who forgets to put this information on there. So I urge you all to be very careful when you place ads and when you have your printing done to include this information on anything that expressly advocates the election or defeat.

Now, people will call and say, "Do these need to be on yard signs?" The answer is no. Do they need to be on billboards? No. They don't need to be on bumper stickers, but they do need to be on any fact sheet or any piece of paper or any little card that expressly advocates the election or defeat of a candidate. If you have any questions concerning this "Paid for by" information, please contact our office.

Probably one of the other problems that we see the most concerning a Receipts and Expenditures Report is the last schedule on our reporting form, which is considered other transactions. This is where a candidate needs to list any money they donated to the campaign or loaned to the campaign that they want reimbursement for.

So any time an expenditure is anticipated being made and you want reimbursement for it, the candidate needs to, on that schedule, every reporting period, put that the campaign owes them money, or if they have made out-of-pocket expenditures and they want reimbursement but haven't received that reimbursement, that needs to be on that last schedule saying, "At some time in the future, if funds are available, we would like to receive reimbursement for these expenses."

If it's not on that schedule, the Commission staff, during a review, or anyone else reviewing the reports will not see a reason for you, at a later date, to be reimbursed for any campaign funds.

It is also important to remember that at the cut-off date-- let's say this is Thursday night, the 25th of July-- if you have bills that you have not paid, you need to include them on this Other Transaction Schedule as an account payable.

Many times we get individuals who will call our office and complain that candidate X has not complied with the law because they know there are yard signs out there, they know there are brochures out there, and they see no expenditures on the candidate report. And when they call us, they're wanting to file a complaint against the candidate. We contact all candidates when we get this information, and what we find out almost all of the time is that these individuals have not paid for that service yet.

So if on the cut-off date when you are filling out this report as a treasurer and you have any outstanding bills, please include them on this schedule. And that way, when individual citizens are looking at those reports on the Internet or in the County Clerk's Office or in the Secretary of State's Office, they will see that, yes, you do, in fact, have a debt for the printing; yes, you do, in fact, have a debt for the yard signs; this is the amount which you owe and that you will, in fact, show that as an expenditure when the campaign, in fact, does go ahead and make that expenditure. So I would urge you to please make sure that those are on your Other Transactions Schedule.

I think that's probably all that I'm going to discuss with you. I hope this has been helpful. And again, any time you have a question or concern, we would suggest that you contact our office. You can reach us at (785) 296-4219. Thank you very much.